

# Mandatory Training for New NIH Senior Executives

## Before Your First Day at NIH

---

### ***NIH Information Security Awareness Course***

You should complete this course, if at all possible, before your first day at work so you can use your NIH computer as soon as you begin working at NIH. If you are unable to take this course before your first day, you will need to take it very early on (no later than 30 days after your start date) so that you can begin using your computer. You will need your NIH ID number to log in to this course.

**Duration of course:** Approximately 30 minutes

To take this course: Once your Administrative Officer enters your personal information into the NIH NED (NIH Enterprise Directory) system, you will receive an automated email notification instructing you on how to take the course.

---

## On Your First Day Or Soon After

---

### ***NIH Securing Remote Computers Course (VPN)***

You should complete this course as soon as possible so that you will be able to access the NIH network and its computing systems from your portable computer when you are not in your office. You may want to put this course on your work schedule to be sure you set aside time in your busy day to take this course. You will need your NIH ID number to log in to this course.

**Duration of course:** Approximately 30 minutes

**Link:** <http://irtsectraining.nih.gov>

---

## During Your First 30 Days

---

### ***New Employee On-Line Orientation***

Provides a summary of important and helpful information about the NIH. You will need your NIH username and password to log in to this course.

**Duration of course:** Approximately 1 hour

**Link:**  
<https://lms.learning.hhs.gov/Saba/Web/Main/goto/OfferingDetails?offeringId=dowbt0000000000005063>

---

---

### ***NIH Privacy Awareness Training***

Helps ensure that all NIH employees understand the importance of protecting federal and agency data and the ramifications of inappropriate access and disclosure. You will need your NIH ID number to log in to this course.

**Duration of course:** Approximately 30 minutes

**To take this course:** You will receive an automated email notification instructing you on how to take the course.

---

### ***Ethics Orientation Training***

Presents 14 principals of ethics conduct, and standards of ethical conduct for employees of the Executive Branch, ethics laws, and where to go for ethics advice.

**Duration of course:** Approximately 1 hour

**Link:** <http://ethics.od.nih.gov/training.htm>

---

## **During Your First 60 Days**

---

### ***NIH Prevention of Sexual Harassment Training***

Outlines the roles and responsibilities of managers and supervisors, discusses NIH policy and Federal laws, and defines different types of harassment. You will need your NIH username and password to log in to this course.

**Duration of course:** Approximately 1 hour

**Link:**  
<https://lms.learning.hhs.gov/Saba/Web/Main/goto/OfferingDetails?offeringId=dowbt0000000000005103>

---

## **During Your First 90 Days**

---

### ***NIH NoFear Act Training***

Focuses on how antidiscrimination and whistleblower laws protect employees and how to file a complaint alleging discrimination, retaliation or a violation of the laws. You will need your NIH username and password to log in to this course.

**Duration of course:** Approximately 30 minutes

**Link:**  
<https://lms.learning.hhs.gov/Saba/Web/Main/goto/OfferingDetails?offeringId=dowbt0000000000004823>

---

---

### ***NIH Environmental Management Awareness Training***

Outlines the responsibilities of all NIH employees for protecting the environment/causing the least amount of harm to the environment. You will need your NIH username and password to log in to this course.

**Duration of course:** Approximately 30 minutes

**Link:**

<https://lms.learning.hhs.gov/Saba/Web/Main/goto/OfferingDetails?offeringId=dowbt000000000004004>

---

## **During Your First Year**

---

### ***Supervisory Training***

This training is required of all new supervisors in the government. The NIH Training Center, some ICs, and HHS offer training that meet the HHS requirements for supervisory training. To ensure you meet the HHS requirements, you may want to consult with your Executive Officer or the NIH Training Center.

Additional resources are also available at:

[http://trainingcenter.nih.gov/mandatory\\_supervisory\\_training.html](http://trainingcenter.nih.gov/mandatory_supervisory_training.html).

---

### ***HHS Records Management Training***

This training is part of the Department's on-going initiative to be in compliance with Federal Records Management Training regulations (36 CFR §1224.10) and to ensure that proper records and information management are always at the forefront of how we conduct and manage the mission of HHS. You will need your NIH username and password to log in to this course.

**Duration of course:** Approximately 20 minutes

**Link:**

<https://lms.learning.hhs.gov/Saba/Web/Main/goto/OfferingDetails?offeringId=dowbt000000000006663>

---

## **Please note:**

- There may be additional mandatory training requirements depending on your job responsibilities. Please view the online Mandatory Training Inventory at <http://mandatorytraining.nih.gov> for further assistance, or speak with your Administrative Officer or Executive Officer.
- All training requirements are online courses except for Supervisory Training.
- If you have any questions regarding this document, please contact Dave Uejio at [Dave.Uejio@nih.gov](mailto:Dave.Uejio@nih.gov).